

UNITED STATES GOVERNMENT

memorandum
STAT

DATE: 21 September 1986

REPLY TO
ATTN OF:

SUBJECT: Pending FBIS Payments

TO: M.N.K. Rana, B&F

THRU: L. Blackburn, Admin Officer

1. Attached is a copy of the FBIS Gulf Bureau financial status report for September 1986, copies of those sections of the bureau's FY-86 accounts for travel and transportation where there are open obligations, and a brief summary of pending travel and transportation payments yet to be made. These and the travel orders should provide you with sufficient information on the status of obligations remaining open at the end of the fiscal year. Where an open obligation exists, please charge the fiscal data shown on the relevant travel order.

2. There will be some additional payments for which no invoice has yet been received and for which you have no information on previously established obligations. These will be mainly in the areas of office utilities for August and September and telephone/telex charges for September. Vouchers for such payments should be charged to FBIS Operations Group

STAT

3. Please forward a copy of all vouchers charged to FBIS to the following address:

Foreign Broadcast Information Service

ATTN: B&F

STAT

4. If any questions arise after my departure, please do not hesitate to ask the FBIS administrative officer in Washington at the address given above or by message to RUTLAAB/FBIS WASHINGTON DC.



Buy U.S. Savings Bonds Regularly on the Payroll Savings Plan

☆ GPO: 1979 0-281-187 P.O. 4304

OPTIONAL FORM NO. 10
(REV. 7-76)
GSA FPMR (41 CFR) 101-11.6
5010-112